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| SOUTHWEST FIRE ACADEMY | | POLICY-700-002 | |
| POLICY | SECTION: 700 - Training | | |
| | TITLE: Pre-Class Facility Readiness Procedures | | |
| | Date Approved: June 7, 2019 | | Revision Dates: NONE |
| Subject: Policy Intent and Application | | | |
| Scope: This Policy applies to facility maintenance and lead instructors of the Southwest Fire Academy | | | |
| Purpose: To establish a policy to ensure that the facility, equipment and expendable resources are ready for safe use of the training facilities prior to courses at the SFA Campus or off site | | | |
| Procedure: Live Fire: <ul style="list-style-type: none"> • One week prior to the start of live fire SFA Form 700-003 Live Fire Preparation Checklist is completed by SFA mechanical / facilities division • One day prior to live fire training SFA Form 700-003 is completed • Day of live fire training SFA Form 700-001 Training Safety Plan is completed by the lead instructor and signed off by all participants • All completed forms are returned to administration to be filed with course documentation Technical Rope Rescue: <ul style="list-style-type: none"> • One week prior to the start of any technical rescue training SFA Form 700-004 Rope Rescue Preparation Checklist is completed by SFA mechanical / facilities division • Day of rope rescue training SFA Form 700-001 Training Safety Plan is completed by the lead instructor and signed off by all participants • All completed forms are to be returned to administration to be filed with course documentation | | | |

Technical Confined Space Rescue:

- One week prior to the start of any technical rescue training SFA Form 700-005 Confined Space Rescue Preparation Checklist is completed by SFA mechanical / facilities division
- Day of rope rescue training SFA Form 700-001 Training Safety Plan is completed by the lead instructor and signed off by all participants
- All completed forms are to be returned to administration to be filed with course documentation

Technical Trench Rescue:

- One week prior to the start of any technical rescue training SFA Form 700-006 Trench Rescue Preparation Checklist is completed by SFA mechanical / facilities division
- Day of rope rescue training SFA Form 700-001 Training Safety Plan is completed by the lead instructor and signed off by all participants
- All completed forms are to be returned to administration to be filed with course documentation

Technical Water / Ice Rescue:

- One week prior to the start of any technical rescue training SFA Form 700-007 Water / Ice Rescue Preparation Checklist is completed by SFA mechanical / facilities division
- Day of rope rescue training SFA Form 700-001 Training Safety Plan is completed by the lead instructor and signed off by all participants
- All completed forms are to be returned to administration to be filed with course documentation

Technical Vehicle Rescue:

- One week prior to the start of any technical rescue training SFA Form 700-008 Vehicle Rescue (Operations Level) Preparation Checklist or SFA Form 700-009 Vehicle Rescue (Technician Level) Preparation Checklist is completed by SFA mechanical / facilities division
- Day of rope rescue training SFA Form 700-001 Training Safety Plan is completed by the lead instructor and signed off by all participants
- All completed forms are to be returned to administration to be filed with course documentation

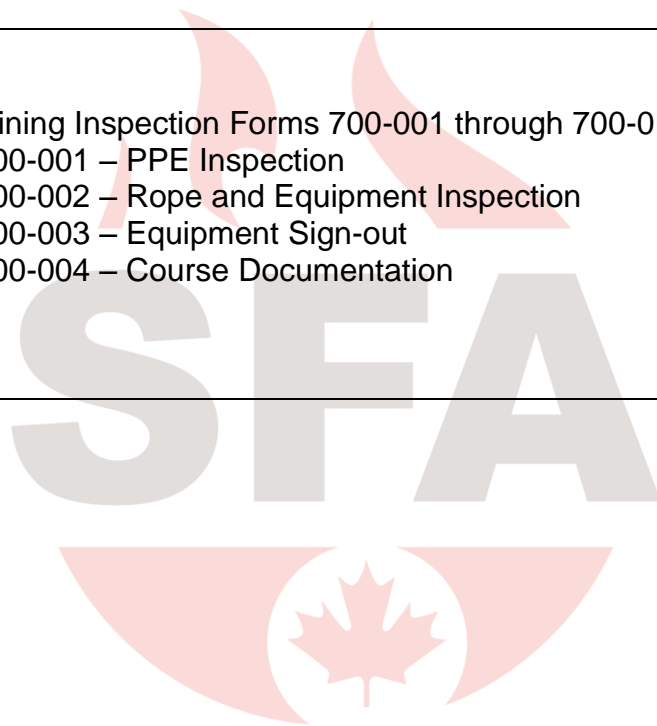
Hazardous Materials:

- One week prior to the start of any HAZMAT training SFA Form 700-010 HAZMAT (Operations Level) Preparation Checklist or SFA Form 700-011 HAZMAT (Technician Level) Preparation Checklist is completed by SFA mechanical / facilities division
- Day of rope rescue training SFA Form 700-001 Training Safety Plan is completed by the lead instructor and signed off by all participants
- All completed forms are to be returned to administration to be filed with course documentation

References:

1. SFA Pre-Training Inspection Forms 700-001 through 700-011
2. SFA Form 200-001 – PPE Inspection
3. SFA Form 200-002 – Rope and Equipment Inspection
4. SFA Form 200-003 – Equipment Sign-out
5. SFA Form 000-004 – Course Documentation

Notes:



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